



PERSON SPECIFICATION

POST: Clerk to the Council

Please ensure that you show how you meet the following requirements when completing your application.

ESSENTIAL REQUIREMENTS	ASSESSMENT
1. Attitude and Values	
<ol style="list-style-type: none"> 1. Drive and energy to achieve the aims of the Council 2. Empathy with the needs and aspirations of rural communities 3. Confidence and presence to raise awareness of issues affecting people of all ages in rural communities 	Interview
2. Personal Skills	
<ol style="list-style-type: none"> 1. Able to inspire others and command respect. 2. Understanding of statutory duties 3. Innovative and able to evaluate risk 4. Ability to express ideas orally and in writing 5. Competent PC and Internet User 	Interview and Application Form
3. External Promotion	
<ol style="list-style-type: none"> 1. Effective communicator at all levels 2. Effective and demonstrable networking skills 3. Media skills 	Interview
4. Management Expertise	
<ol style="list-style-type: none"> 1. Empathy with the ethos of Councils 2. Effective management of resources for the delivery of quality services 3. Commitment to continuing development of services to meet local needs 4. Able to work in partnership for the joint delivery of services 5. Able to work flexibly according to the business of the Council 	Interview, and References

5. Knowledge and Experience	
<ol style="list-style-type: none"> 1. Awareness of issues affecting rural communities 2. Demonstrable experience of effective self management 3. Experience of building strong external networks and local contacts 4. Awareness of the role and key issues affecting the local authority sector 5. Knowledge of legal and regulatory framework in which Councils operate 6. Supporting and upholding the principles and application of good governance. 6. Awareness of local government perspectives 	Application Form and Interview
6. General Requirements	
<ol style="list-style-type: none"> 1. Able to work from home and to store/retrieve data pertaining to the Council 2. Have own means of transport 3. To have a full, clean Driving Licence 	Application Form and Interview
DESIRABLE SKILLS	
7.	
<ol style="list-style-type: none"> 1. Previous experience as a Clerk/Assistant Clerk/Finance Officer to a Parish Council 2. Knowledge of Financial Audit and VAT Accounting 3. An understanding of the District and County Councils 4. Knowledge of Madeley Parish 	Application Form and Interview
QUALIFICATIONS	
8.	
<ol style="list-style-type: none"> 1. Although no qualifications are essential, it would be beneficial to hold Certificates in Business Studies and Information Technology or similar fields. 2. Ideally, the Candidate will hold a CiLCA Qualification or, if not, it will be essential that the Candidate be prepared to undertake to obtain this qualification. 	Application Form and Interview